

831207/29/04

Created

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **INTERNAL AUDITOR**

DEFINITION

Under general supervision, to assist with the performance audits of various City operations and functions; to coordinate the planning, budgeting and scheduling of audit assignments to ensure that audit objectives are met in accordance with generally accepted auditing standards; and to do related work as required.

REPORTS TO: Internal Audit Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Internal Audit Director.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist with the planning, coordinating and scheduling of the audit work to be performed.
- Assist with preparing the preliminary and final audit programs for each audit to be performed.
- Coordinate the collection of evidentiary data through interviews, observations and questionnaires.
- Assist with preparing charts, flow programs and geographic presentations for oral written reports.
- Assist with performing the final review of audit work papers and prepare draft of audit reports to be submitted to the City Director for review and approval.
- Coordinate and perform specified audit work for external auditors during annual audit.
- Assist in the implementation of audit recommendations and systems design of various City functions and operations as directed by the City Director.

QUALIFICATIONS

Knowledge of:

- Federal, State and local laws governing audit procedures.
- Generally accepted auditing and accounting standards, methods and practices.
- Skills in oral and written communications.

Ability to:

- Recognize and identify potential problems.
- Solve problems by selecting a solution among several alternative.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelors Degree from an accredited college or university in accounting or a closely related field. Certification as an Internal Auditor or Public Accountant is highly desirable.

Experience: Two years experience in auditing in a public or private industry.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Internal Auditor

TO: Senior Internal Auditor